

### **PROBATION DIRECTOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class include responsibility for planning, organizing, directing and coordinating the activities of a probation agency having a professional staff or between 36 and 70 probation officers at various levels and a sizeable clerical and administrative staff. A Probation Director III is responsible for providing and maintaining effective probation services in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation. Program direction is exercised through a Deputy Director and supervisory personnel. The enlarged scope and complexity of the program and the extensive managerial responsibility distinguish this class from Probation Directors in Group I and II departments. Does related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

Plans, organizes and directs the activities of the probation agency;  
Controls the work of the agency through direction of administrative and supervisory personnel and review of their performance;  
Conducts staff meetings to discuss overall program and plan more effective and efficient operating methods;  
Develops and maintains cooperative working relationships with courts, attorneys, police, educational and social agencies, and others concerned with the activities of the agency;  
Plans and directs training activities for professional and non-professional staff;  
Speaks to various groups in the community about the work of the agency and in a variety of ways disseminates information to the public;  
Directs formulation and implementation of agency policies and procedures;  
Develops and oversees implementation of administrative processes for intake, investigation, report preparation, case record-keeping, probation supervision, and declaration of delinquency;  
Administers the maintenance of clerical and financial records and the preparation of budgets and reports.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern management principles and practices;  
Comprehensive knowledge of principles underlying human behavior, growth and development;  
Comprehensive knowledge of investigative, interviewing, case recording and report preparation techniques as applied to probation work;  
Comprehensive knowledge of current trends and developments in the fields of probation and correction;  
Comprehensive knowledge of functions and procedures;  
Comprehensive knowledge of community organization principles and practices;

Ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government;

Ability to establish and maintain effective public relations;

Emotional maturity;

High degree of resourcefulness and initiative.

**MINIMUM QUALIFICATIONS:** (Appendix H-10 of State Probation Law)

**PROMOTION:**

- A) One year of permanent competitive class status in the position of Deputy Director, Assistant Director, or a directly equivalent position; or
- B) Two years of permanent competitive class status in the position of principal probation office or a directly equivalent position.

Note: The responsibilities of a directly equivalent position must substantially match the responsibilities of the specified title. A similarity in position grades or salary levels is not sufficient for the equivalency.

**OPEN COMPETITIVE:**

Graduation from a New York State registered or regionally accredited four year college or university with a bachelor's degree and five years of managerial experience. Managerial experience shall include either:

- A) Positions having direct responsibility for 25 or more professional employees; or
- B) Positions providing comprehensive management related services to probation agencies, including the activities of budgetary review and analysis, organizational diagnosis, agency performance assessment, program plan analysis and staff development programming.

Three years of the experience mentioned in A) or B) must have been within a probation agency.

**NOTES:**

- 1) Completion of all requirements for a graduate degree in public administration, management or a related field may be substituted for one year of the above managerial experience.
- 2) Completion of all requirements for a graduate degree in probation studies, criminal justice or a related field may be substituted for one year of the above probation experience.

- 3) In no case may post-baccalaureate education be substituted for more than one year of the above required experience.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.

R433          2/5/97

Jurisdictional Classification: Competitive